

# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018

Project: Annette Island 05M314

Page 1

DC#AKT-J07-05M314-G01-0004

Confirmation of:	<input type="checkbox"/> Conference	Date Held: 2 Feb 99	1:30 pm (Alaska)
	<input checked="" type="checkbox"/> Teleconference	Date Issued: 5 Feb 99	
	<input type="checkbox"/> Other:	Recorded By: Rachel August	
		Place: Anchorage, Alaska	
Subject: Annette MOU Work Group			

Participant	Organization	Phone
Abadie, William	U.S. Army Engineer District-Alaska	907-753-2736
Beauchamp, Suzanne	U.S. Army Engineer District-Alaska	907-753-5559
Benson, Jeff	Metlakatla Indian Community	907-886-4200
Beyette, Garth	Federal Aviation Administration	907-271-3355
Commack, Roxanne	Metlakatla Indian Community	907-886-4200
Deering, Bob	U.S. Coast Guard	907-463-2440
Denfield, Colt	U.S. Army Engineer District-Alaska	907-753-5654
Dillon, Chris	Jacobs Engineering Group	907-563-3322
Dokoozian, Lynn	Jacobs Engineering Group	907-563-3322
Holley, Mike	U.S. Army Engineer District-Alaska	907-753-2777
Jean, Lucy	Federal Aviation Administration /JALCO	907-271-5225
Renk, Russ	Federal Aviation Administration/NISZ	907-271-3294
Ridolfi, Callie	Ridolfi Engineers	206-682-7294

## MEETING MINUTES

Action Required By		Item
		<p>This was the scheduled biweekly meeting. The following agenda was presented:</p> <p>1.0 Introductions</p> <p>2.0 Review Status of Action Items from 20 Jan 99 Meeting</p> <p>3.0 C3 Plan Update</p> <p>4.0 Schedules</p> <p>5.0 New Issues to Coordinate</p> <p>6.0 Next Teleconference</p>
	1.0	<p>The purpose of this teleconference is to foster communication on issues common to the programs and projects ongoing on Annette Island. Participants identified themselves. Deering was the only participant who was not at the 20 Jan 99 ERAC meeting at Metlakatla.</p>
	2.0	<p>The following action items from the 20 Jan 99 ERAC/MIC meeting were reviewed:</p> <p><b>Abadie/Beauchamp/Ridolfi</b>—Concerning the DOD Cooperative Agreement on asbestos abatement of six sites, prepare a letter to the SHPO to determine whether the work performed will affect any historical sites. Complete by 20 Jan 99. <b>Status: In progress.</b></p>

# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018  
Project: Annette Island 05M314

Page 2  
DC#AKT-J07-05M314-G01-0004

	<p><b>Benson</b>—USAED needs written documentation that the ERAC/MIC accepts the priorities as listed in the 2Dec 98 meeting minutes for asbestos and lead-based paint abatement. ERAC will meet and provide written documentation of approval. <b>Status: Will address this at the 9 Feb 99 Council meeting.</b></p> <p><b>FAA/Jean</b>—Draft a letter to the MIC Mayor requesting signature approval and priorities of the proposed list of FAA buildings to be demolished beginning this spring (verbal approval already given at meeting). <b>Status: Letter not yet drafted; Jean will do.</b></p> <p><b>FAA/Jean</b>—Obtain approval of staging areas for accumulated asbestos and debris from agency operations. Prepare a letter to the Mayor with staging area options and request for comment or approval for use. <b>Status: Letter not yet drafted; Jean will request Quarry site for FAA and USAED use.</b></p> <p><b>MIC/Benson</b>—Coordinate a response by the Mayor to the 19 Oct 98 letter from FAA concerning priority of sites proposed for remedial investigation. Meet with ERAC on 25 Jan 99. <b>Status: Will address at 9 Feb 99 Council meeting.</b></p> <p><b>USAED/FAA</b>—Arrange to interview the community members about various sites to obtain historical information. This could possibly be done at the Energy Assistance Fair to be held at the Senior Center on 10 Feb 99. <b>Status: Beauchamp, Beyette, and Benson will talk off-line about when and how to do this.</b></p> <p><b>Dokoozian</b>—Coordinate with FAA regarding their housing needs. Report to Benson regarding requirements for the field effort. <b>Status: FAA is in the process of pursuing a 12-month lease for a 2-bedroom apartment. Jacobs has identified their housing needs and will advertise for those.</b></p> <p><b>Jacobs</b>—Conduct a business outreach fair during Feb 99. Call Benson on 25 Jan 99 with the date. <b>Status: A date was originally set for 23 or 25 Feb. However, the fair is being postponed until the contracting plan is developed.</b></p> <p><b>MIC/Ridolfi</b>—Schedule a conference call for 22 Jan 99 to discuss SHPO issues. Include James and Denfield. <b>Status: FAA will contract with USAED to coordinate SHPO activities.</b></p> <p><b>Dokoozian</b>—Ensure Jacobs' Safety Manager contacts Askren and answers her questions regarding lead abatement training requirements. <b>Status: Jacobs' Safety and Health Manager, Jon Lesard, will contact Askren this week.</b></p> <p><b>Dokoozian</b>—Establish a biweekly conference call to coordinate issues between parties. <b>Status: The biweekly teleconference call for the Annette MOU Work Group was established as requested</b></p> <p><b>Beauchamp</b>—Contact BIA and Beyette to contact U.S. Coast Guard representatives regarding the teleconference. <b>Status: Deering, Boynton, and Gunyah were contacted.</b></p> <p><b>Dokoozian</b>—Write the project note for distribution via email. <b>Status: The</b></p>
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# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018

Project: Annette Island 05M314

Page 3

DC#AKT-J07-05M314-G01-0004

		<b>minutes for the 01 Jan 99 meeting were submitted on 3 Feb 99.</b>
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# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018  
Project: Annette Island 05M314

Page 4  
DC#AKT-J07-05M314-G01-0004

FAA/ USAED  Beauchamp	3.0	<p><b>C-3 Plan Update</b></p> <p>Deering read the C-3 Plan. He noted the numbers and cost estimates for the USCG sites.</p> <p>FAA and USAED are preparing their current vision of the C-3 plan, with schedules. The plan and schedules will be forwarded to Jacobs 12 Feb 99 for Dokoozian and Dillon to collate. A meeting will be conducted to discuss these documents. The agency document will then be provided to MIC and Ridolfi for their overlay.</p> <p><b>Action:</b></p> <p>Complete their respective portions of C-3 Plan and provide to Dillon by 12 Feb 99.</p> <p>Set up meeting location at USAED for 16 Feb 99 at 9:00 am. Beauchamp, Holley, Beyette, Benson, Ridolfi, Renk, Dillon, and Dokoozian to meet regarding the C-3 Plan Summary.</p>
	4.0	<p><b>Schedule</b></p> <p>FAA still plans to begin their two-month Release Investigation on 1 Aug 99. The RI will include drilling. Jean's two-month debris site preparation will begin mid-Mar 99.</p>
	5.0	<p><b>New Issues</b></p> <p>Fuel tank locations were discussed. A fuel tank was discovered at the fire truck hut, but the hut is not shown on the map of Section B6.</p> <p>Asbestos abatement at the school will require removal of asbestos from the boiler. Benson will coordinate the asbestos removal with Jean. Asbestos tiles are on the concrete slabs of the school outbuildings, and roofing tiles and insulation debris. The FAA is planning to demolish the entire block and requested that the asbestos be removed before demolition.</p> <p>Deering and Beyette discussed the submerged fuel lines. Beyette asked for assistance from USCG to empty and remove the lines. Deering will request approval to assist with this effort.</p> <p>Abadie is adding the asbestos removal to the EA and asked for comments..</p> <p>Dokoozian said the scope of work is being refined to include draining sections of the pipeline and appropriate methods for doing so because wetlands must be considered.</p> <p>Beyette presented a list of FAA issues:</p> <ol style="list-style-type: none"><li>1. FAA thought the Roxanne Commack's minutes were well done but require a few changes.</li><li>2. Beyette is waiting for the meeting minutes from the last ERAC meeting. Dokoozian will submit those minutes on 3 Feb 99.</li></ol>

# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018  
Project: Annette Island 05M314

Page 5  
DC#AKT-J07-05M314-G01-0004

	<p>3. FAA will contract with USAED to coordinate the SHPO and NEPA activities. The statement of work will be forwarded to USAED next week. Dillon located a 1970s <i>DERA</i> report which included a list of recommended actions for Annette Island that may be appropriate for the SHPO.</p> <p>4. During the site visit two weeks ago, Booth stated he was at Annette Island in 1949 when DOD occupied the area. During that time, a valve froze and emptied a 50,000-gallon tank of leaded aviation fuel, necessitating that the road be closed. Renk said he learned from Booth that the tank was located on the tank saddle by the sawmill.</p> <p>Beyette said this was news to FAA and probably unknown to FUDS as well. Booth will be asked to sign an affidavit; John Nelson has signed an affidavit describing what he saw happen at the tank farm. Beyette said FUDS may need to send Standard Oil a letter similar to the one sent by FAA. Because the pipelines on the dock were also installed, operated, and maintained by Standard Oil. USCG may also want to send Standard Oil a letter if the decision is made to drain the lines. Dillon will submit a statement (full disclosure on potential conflicts of interest) to USAED and FAA regarding Jacobs' relationship with Chevron.</p> <p>5. During the site visit, FAA found an additional tank located near the garage with the hydraulic lift.</p> <p>6. FAA will create and fund a web page for the Annette Island project for use by stakeholders. The site will consist of different levels, some accessible only to FAA, USAED, Jacobs, etc. One page with universal access would be the C-3 Plan, with backup sheets (some of which would be proprietary). The site will also include maps and schedules. Ridolfi recommended having a link on that page to the Metlakatla Community Environmental Office's web page.</p> <p>Ridolfi stated she had a couple action items. She will send Abadie the asbestos removal information, site descriptions, figures, and photographs to support the EA he is preparing and the SHPO inventory. In addition, she and Benson will meet with BIA regarding what BIA sites and cleanup costs.</p> <p>Benson said they had a meeting where they consolidated the ERAC's meeting into direct motions which the council will address on 9 Feb 99. He will distribute the information when it is finalized.</p> <p>Dokoozian said the next ERAC meeting is planned for 24 Feb 99. Jacobs will submit the minutes for the 20 Jan 99 meeting on 3 Feb 99.</p> <p>A discussion ensued regarding a name for this group. The parties agreed to call it the "Annette MOU Work Group."</p> <p>Jean said that the staging site letter will address the whole project, not just the FAA sites. She will also get a permit from the Forestry Department.</p> <p>The council meeting is on 9 February 99 at 7:00 pm. Benson hopes to have a response to the 19 October 98 letter from the FAA, and will address other priorities. He also hopes to get the council's blessings on the ERAC meeting, the</p>
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# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018

Project: Annette Island 05M314

Page 6

DC#AKT-J07-05M314-G01-0004

		site preparations, and the release investigation.
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# JACOBS ENGINEERING GROUP INC.

Contract No. DACA85-95D-0018

Project: Annette Island 05M314

Page 7

DC#AKT-J07-05M314-G01-0004

Deering Benson Dillon Ridolfi Ridolfi Beyette Benson		<b>Action:</b>  Request approval to empty and remove fuel lines.  Coordinate asbestos removal with Jean.  Submit a statement to USAED and FAA regarding Jacobs' relationship with Chevron.  Provide Abadie with asbestos removal information for the EA.  Meet with the BIA regarding cleanup of BIA sites.  Create a web page for the Annette Island project  Distribute topics from the council meeting.
	6.0	<b>Teleconference Schedule</b>  The next teleconference is scheduled for Tuesday, 16 Feb 99, at 1:30 pm (Alaska). The agenda for the next teleconference will be e-mailed to participants on 15 Feb 99.  Teleconference adjourned at 2:50 pm (Alaska).